

EXHIBIT 1

Lafayette Community College
Board of Trustees Meeting Agenda
Tuesday, June 7, 2022
5:30 p.m.
Cardinal Event Center

- I. Adoption of Agenda.....(Exhibit 1)
- II. Approval of May 5, 2022, Regular Meeting Minutes.....(Exhibit 2)
- III. Reports and/or Board Discussion
 - A. Faculty Senate Report
 - B. Administrative Reports
 - i. Comparison of Expenditures to Budget
 - ii. Budget Assumptions
 - iii. Construction Report – Kevin Doherty
 - C. President’s Report
- IV. Old Business (Action, Report, or Discussion)
 - A. Approval of Policy 2.05 – Drug, Alcohol & Controlled Substance.....(Exhibit 3)
 - B. Approval of Policy 2.09 – Use of Tobacco, Nicotine & Vaping.....(Exhibit 4)
 - C. Approval of Policy 2.10 – Alcohol Exemption.....(Exhibit 5)
- V. New Business (Action, Report, or Discussion)
 - A. PTA Program Discontinuation.....(Exhibit 6)
 - B. Professional Staff Employment Letters.....(Exhibits 7/8)
 - C. Faculty Contract Approval.....(Exhibit 9)
 - D. New Position Approval.....(Exhibit 10)
 - E. Approval of Bills.....(Exhibit 11)

VI. Public Comment

The Board of Trustees agenda shall contain one opportunity for public comment. This structure has been designed to provide the public with an opportunity to comment on any topic. The Chair of the Board explains the Board’s approach to the public comment with the following statement: **“At this time we invite anyone in the audience to speak to the Board about any item or concern that pertains to the college. By policy, at this time the Board will not take any action on any item or concern, but we will be happy to take it under advisement for possible future action.”** The Board also retains the right to set time limits on public comment.

In the event that a large number of citizens are present and wish to speak in favor or in opposition to an issue before the Board, the Board reserves the right to poll the number of citizens in favor of and in opposition to the issue at hand as well as to limit the number of spokespersons representing opposing viewpoints. The Board also retains the right to set time limits as deemed

EXHIBIT 1

appropriate.

VII. Next Regular Board Meeting: Thursday, July 14, 2022, 5:30 p.m., Cardinal Event Center

VIII. Adjournment

EXHIBIT 2

LABETTE COMMUNITY COLLEGE
Board of Trustees Minutes
May 5, 2022

The Board of Trustees met at 5:30 p.m. on Thursday, May 5, 2022 in the Cardinal Event Center

Members Present

Mr. Rod Landrum – via phone
Mr. Montie Taylor
Ms. Laurie Lewis
Mr. David Winchell
Mr. Mike Howerter
Mr. Carl Hoskins

Members Absent

Others Present

Dr. Mark Watkins	Lindi Forbes	Bethany Kendrick	Melissa Kipp
Leanna Doherty	Tammy Fuentez	Janice Every	Kevin Doherty
Dr. Jason Sharp	Theresa Hundley	Aaron Hight	Dr. Kara Wheeler

Heidi Flora recorded the minutes.

Adoption of Revised Agenda (ACTION ITEM)

Acting-Chair Hoskins asked for changes or additions to the presented revised agenda. There were none. Trustee Winchell moved to approve the agenda as presented. Trustee Howerter seconded and the motion carried 6-0.

Approval of Regular Meeting Minutes (ACTION ITEM)

Acting-Chair Hoskins asked for corrections or additions to the April 14, 2022 regular meeting minutes. There were none. Trustee Landrum moved to approve the minutes as presented. Trustee Winchell seconded and the motion carried 6-0.

Reports and/or Board Discussion

Faculty Senate Report

None

Student Government Report

None

Administrative Report

Comparison of Expenditures to the Budget – The April financial report was placed at the table. At the end of April, the budget is 83% through the year. The general fund is 71% expended and the technical education/vocational fund is 77% expended. Leanna Doherty invited questions from the Trustees.

Construction Update

Aaron Hight with Crossland Construction gave a report on the new construction project.

President's Report

Department Presentation

Melissa Kipp, Graphic Arts Instructor, gave a Google Slides presentation about the LCC Graphic Arts Program.

Commencement

Dr. Watkin's went over the various commencement activities scheduled for next week.

Old Business (ACTION, REPORT OR DISCUSSION ITEMS)

None

New Business (ACTION, REPORT OR DISCUSSION ITEMS)

Policy 2.05 – Drug, Alcohol & Controlled Substances

Dr. Watkins proposed changes to Policy 2.05 - Drug, Alcohol & Controlled Substances.

Policy 2.09 – Use of Tobacco, Nicotine & Vaping

Dr. Watkins proposed changes to Policy 2.09 – Use of Tobacco, Nicotine & Vaping.

Policy 2.10 – Alcohol Exemption

Dr. Watkins proposed changes to Policy 2.10 - Alcohol Exemption.

Faculty Resignation

Trustee Howerter moved to approve the resignation of Rocky Becker, Welding Instructor, effective May 20, 2022. Trustee Lewis seconded the motion and the motion carried 6-0.

Professional Staff Resignation

Trustee Howerter moved to approve the resignation of Jessica Smith, Financial Aid Specialist, effective May 13, 2022, and, approval for administration to rehire for the Financial Aid Specialist position. Trustee Winchell seconded the motion and the motion carried 6-0.

Executive Session for the Purpose of Employer-Employee Negotiations

Trustee Winchell moved to recess into executive session for the purpose of employer-employee negotiations at 6:10 pm for 5 minutes. Trustee Landrum seconded the motion and the motion carried 6-0. Dr. Watkins, Dr. Sharp, Leanna Doherty, and Janice Every were invited to attend.

Reconvened into open session at 6:15 pm

Approval of Bills

Trustee Howerter moved to approve the Claims Register. Trustee Landrum seconded the motion and the motion carried 6-0.

Public Comment

Lindi Forbes, Foundation & Alumni Director, thanked the Board for their support of the Annual Scholarship Auction.

Next Board Meeting: Date, Place, Time, and Tentative Agenda Items

Acting-Chair Hoskins reminded everyone of the next regular meeting of the Board of Trustees scheduled for June 9, 2022 at 5:30 p.m., in the Cardinal Event Center.

Adjournment

Acting-Chair Hoskins moved to adjourn the meeting at 6:22 pm. Trustee Taylor seconded the motion and the motion carried 6-0.

Heidi Flora, Clerk of the Board

Agenda Item #: IV.A.

Date: June 7, 2022

SUBJECT

Approval of Board Policy Changes

REASON FOR CONSIDERATION BY THE BOARD

Per Policy 1.13, adopted 12/12/2020, the President would conduct a review and update the policies of the Board of Trustees.

BACKGROUND

The President has updated the following policies for approval:

Policy 2.05 – Drug, Alcohol & Controlled Substance

PRESIDENT'S RECOMMENDATION

The President recommends the Board of Trustees approve Policy 2.05 – Drug, Alcohol & Controlled Substance.

EXHIBIT 3

POLICY 2.05

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The College supports and endorses the Federal Drug-Free Workplace Act of 1988 (Public Law 100-690, Sec. 5151 et. seq.) and the Drug-Free Schools and Communities Act amendments of 1989 (Public Law 101-226).

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Pursuant to these Acts, the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance or abuse of alcohol (as defined in these Acts) by an employee or student on College property, as part of any College activities, or while operating and traveling in a college owned or leased vehicle is prohibited. College employees and students while on College business or a College sponsored trip, may not transport fellow employees or students or drive in a personally owned or leased vehicle while under the influence of alcoholic beverages, illegal drugs or while impaired by the use of prescription medications.

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Alcohol can be served at select events in accordance with the provisions of Policy and Procedure 2.10 Alcohol Exemptions.

Under Public Law 100-690, Sec. 5151 et. seq., an employee must notify the College of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction. Such notice shall be provided in writing by the employee to the Director of Human Resources.

Under Public Law 100-226, the College will maintain a procedure to annually distribute to all employees a statement of compliance in accordance with the applicable provisions of the law. The College will conduct a biennial review of this procedure as required by the Drug-Free Schools and Communities Act of 1989.

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An employee who violates this policy shall be subject to appropriate disciplinary action as outlined in Policy and Procedure 2.16 Performance Improvement.

Students who violate this policy will be reported to the appropriate law enforcement officials and are subject to sanctions outlined in the Student Code of Conduct Policy and Procedure 4.08.

In order to ensure that students and employees of the College are aware of the standard of conduct established by this policy, the sanctions for violation of that standard, the health risks associated with drug and alcohol use and abuse, the legal sanctions for unlawful possession and distribution of illicit drugs and alcohol, and the drug or alcohol counseling, treatment, rehabilitation or re-entry programs that are available in the area for employees and students, the following documents will be distributed to all employees, including adjunct faculty, and all students, including part-time students and those enrolled in off-campus programs of the College:

1. A copy of this policy;
2. A document which describes the applicable legal sanctions under local, State and Federal law for the unlawful possession or distribution of illicit drugs and alcohol;
3. A document which describes health risks associated with the use of illicit drugs and the abuse of alcohol;

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4. A document which lists the drug or alcohol counseling, treatment, rehabilitation or re-entry programs that are available to employees or students.

Definition of Terms:

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1. "College property" means any property owned, leased or rented by Labette Community College including hotel rooms, rental cars, and meeting rooms or facilities rented by the College on a short or long term basis.

2. "Alcoholic beverages" mean beverages which are alcoholic liquor or cereal malt beverages as defined in Kansas Statutes.

3. "College funds" mean any funds managed and controlled within the College's financial accounting system. Funds of the LCC Foundation are not controlled by the College and are not included in this definition.

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Adopted: 8/9/90
Reviewed: 2/7/17

SUBJECT

Approval of Board Policy Changes

REASON FOR CONSIDERATION BY THE BOARD

Per Policy 1.13, adopted 12/12/2020, the President would conduct a review and update the policies of the Board of Trustees.

BACKGROUND

The President has updated the following policies for approval:

Policy 2.09 – Use of Tobacco, Nicotine & Vaping

PRESIDENT'S RECOMMENDATION

The President recommends the Board of Trustees approve Policy 2.09 – Use of Tobacco, Nicotine & Vaping.

Labette Community College recognizes scientific evidence, which indicates that the use of tobacco/nicotine/vaping products is harmful to the health of the user. Scientific evidence also shows that smoking of tobacco products is known to be harmful to others who, due to close proximity with smokers, become “passive smokers” without choice. In addition, use of smokeless tobacco products is known to be harmful and creates cleanliness and sanitary problems. With the Kansas Indoor Clean Air Act, K.S.A. 21-6109 and 21-6116, the campus is a public place and therefore required to be smoke free.

For these reasons, in conjunction with its mission to provide quality learning opportunities in a supportive environment, Labette Community College is a tobacco/nicotine/vaping free institution. The College employees, students, and visitors will share in the respectful adherence and enforcement of the tobacco/nicotine/vaping free policy.

Specifically:

1. Tobacco use in any form or vaping are prohibited on all College-owned property and within leased College office, classroom space and vehicles. The use of all tobacco and vaping products are prohibited on College-owned facilities and facilities leased and controlled by the College.
2. Tobacco and vaping products are prohibited in all indoor and outdoor facilities, including athletic fields, entrance steps and ramps, restrooms, pedestrian walkways, entryways, portable buildings, and in privately owned vehicles on college property.
- ~~3. Tobacco and vaping product use is prohibited, other than in designated smoking areas, at meetings and conferences sponsored by Labette Community College or during any travel sponsored by the College.~~

Procedures for implementation of this policy will be determined by the President.

Adopted: 7/8/10, 9/8/11, 11/14/13

Revised: 5/2/19, 1/9/20

Reviewed: 5/2/19, 1/9/20

SUBJECT

Approval of Board Policy Changes

REASON FOR CONSIDERATION BY THE BOARD

Per Policy 1.13, adopted 12/12/2020, the President would conduct a review and update the policies of the Board of Trustees.

BACKGROUND

The President has updated the following policies for approval:

Policy 2.10 – Alcohol Exemption

PRESIDENT'S RECOMMENDATION

The President recommends the Board of Trustees approve Policy 2.10 – Alcohol Exemption.

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POLICY 2.10

Pursuant to K.S.A. 41-719, the Board of Trustees of a community college may exempt from the prohibition against consumption of alcoholic liquor on public property, specified property which is under the control of said Board and which is not used for classroom instruction, in accordance with a written policy adopted by such Board. The Board of Trustees of Labette Community College hereby determines and declares the Cardinal Event Center should be and is now exempt from said statutory prohibition.

The written policy as hereinafter set forth shall be complied with in regard to the consumption of alcoholic beverages in and on said properties of Labette Community College, to-wit:

1. Any event or activity pursuant to this policy shall be in full compliance with the Kansas Liquor Control Act. Thus, for example, under no circumstances shall any individual under the age of 21 be served or be allowed to consume alcoholic beverages at any event.
2. No alcohol may be served or used on the campus of Labette Community College except in the Cardinal Event Center.
3. The request to serve alcohol at an event must be made in writing to the College President at least two weeks in advance. Alcohol may be served at select events in the Cardinal Event Center with written permission from President's Council.
4. The alcoholic beverages to be served shall be provided by the sponsoring organization, shall be the property of the sponsoring organization, and shall be removed from Labette Community College property immediately upon conclusion of the event.
5. All applicable ordinances of the City of Parsons shall be complied with.
6. In all cases, obtaining any required liquor permit shall be the responsibility of the sponsor.

A.

C.

Approved: 9/13/12
Revised: 7/5/05, 12/12/19
Reviewed: 7/5/05, 12/12/19

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¶
1. "College property" means any property owned, leased or rented by Labette Community College including hotel rooms, rental cars, and meeting rooms or facilities rented by the College on a short or long term basis.

¶
2. "Alcoholic beverages" as used in this policy, mean beverages which are alcoholic liquor or cereal malt beverages as defined in Kansas Statutes.

¶
3. "College funds" mean any funds managed and controlled within the College's financial accounting system. Funds of the LCC Foundation are not icontrolled by the College and are not included in this definition, because they are not directly controlled by the College.

¶
B. General Regulations:

¶
1. Alcoholic beverages may not be consumed on College owned or leased property or in a College-owned or leased vehicle.

¶
2. As a general operational policy, alcoholAlcohol may not be purchased with Collegecollege funds.

¶
3. College employees or students may not operate a College owned or leased vehicle while under the influence of alcoholic beverages or illegal drugs or while impaired by the use of prescription medications.

¶
4. College employees and or students while on College business or a College sponsored trip, may not transport fellow employees or students or drive in a personall

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Alcohol may be served at select events in the Cardinal Event Center with written permission from the College President.

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Agenda Item #: V.A.

Date: June 7, 2022

SUBJECT

Physical Therapy Assistant (PTA) Program Discontinuation

REASON FOR CONSIDERATION BY THE BOARD

Consideration is based on Procedure 3.34 including the number of students enrolled, projected enrollment, demand for graduates, and cost analysis and effectiveness.

BACKGROUND

The Commission on Accreditation in Physical Therapy Education (CAPTE) has withdrawn accreditation for our PTA Program. Without accreditation, students are unable to take their national Board exams. Therefore, the PTA Program can no longer remain viable.

PRESIDENT'S RECOMMENDATION

The Board of Trustees approves the discontinuation of the Physical Therapy Assistant Program.

SUBJECT

Professional Staff Employment Letters

REASON FOR CONSIDERATION BY THE BOARD

Kansas statutes require the Board of Trustees' approval of selected employment contracts and letters.

BACKGROUND

Hannah Baker has accepted the Accounts Payable position.

Colin Coronado has accepted the Admissions Recruiter position.

PRESIDENT'S RECOMMENDATION

The President recommends the Board of Trustees approve the Professional Staff Employment letter for Hannah Baker, at a salary of \$38,500, beginning June 8, 2022.

The President recommends the Board of Trustees approve the Professional Staff Employment letter for Colin Coronado, at a salary of \$29,000 beginning June 13, 2022.

Biography

Hannah Jo Baker

Ms. Hannah Baker has accepted the Accounts Payable Coordinator position and will begin work on Wednesday, June 8, 2022. Most recently Hannah has been the Finance and Operations Assistant in the Business Office this past year. Hannah earned an Associate Degree in Accounting from LCC and is working on her Bachelor's Degree in Accounting from Missouri Southern State University. She brings banking and credit union experience to LCC in accounts payable, bookkeeping, payroll, internal accounts, auditing, customer service and human resources.

POSITION DESCRIPTION

ACCOUNTS PAYABLE COORDINATOR

Reports to: Vice President of Finance & Operations

Organizational Unit: Professional Staff

Salary range: Coordinator, Exempt, Full time

Revision Date: May 2022

I. **Basic Purpose of Position**

The Accounts Payable (AP) Coordinator is responsible for paying all bills and reconciling AP accounts. Responsible for processing disbursements to students and all vendors for services and supplies, ordering of federal funds, bank deposits, reconciling bank accounts tracking grant expenditures, and compiling internal and external reports. Also requires some accounts receivable duties.

II. **Essential Job Functions**

- A. Ability to handle all bills as they come through the postal and e-mail, completing purchase orders or sending to be set up for payment
- B. Ability to prepare payment requests for all utilities, gasoline companies, credit card companies, and local vendors
- C. Ability to approve payment requests under \$500 and question items when necessary
- D. Ability to process purchase orders, enter monthly deposits and journal entries
- E. Ability to maintain vendor listing
- F. Ability to maintain chart of accounts
- G. Ability to pay all payment requests for various funds; report sales tax for general accounts, bookstore, and food service
- H. Ability to compile outstanding checklist
- I. Ability to keep an accounting of each individual fund
- J. Ability to compile monthly financial reports for the various funds
- K. Ability to order funds for Federal state grants and complete all Federal state reporting
- L. Ability to prepare expenditure reports for year-end processing and complete computer procedures for year-end
- M. Ability to prepare preliminary reports and revisions for setting up budgets for the coming year
- N. Ability to compile published budget for County Treasurer and Kansas Board of Regents
- O. Ability to perform all accounting for Bookstore and Food Service departments
- P. Ability to provide training to staff on electronic requisitions
- Q. Ability to prepare Facilities Department's invoices
- R. Ability to track expenditures to ensure they are within the budget amounts
- S. Ability to prepare sales tax reports and file necessary sales tax exemptions
- T. Ability to run preliminary and actual student accounts receivable charges and check students accounts as back up

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- U. Ability to put student information into Bookstore software for Financial Aid
- V. Ability to invoice third parties such as KANSASWORKS, TAA, VA, and SRS
- W. Ability to issue financial aid disbursement checks and refund checks
- X. Ability to serve as a backup for the Nelnet payment plans
- Y. Ability to assist students with registration for healthcare exams
- Z. Ability to assist students in bookstore during busy times
- AA. Ability to create miscellaneous charge groups for meal cards, meal plans and bookstore charges for KANSASWORKS, TAA, SRS, and VA
- BB. Ability to follow all LCC policy and procedures
- CC. Ability to perform other duties as assigned
- DD. Ability to maintain regular and timely attendance

III. Consulting Tasks

- A. Students and faculty regarding balances in club accounts
- B. Faculty and administration regarding bills and accounts
- C. Vendors regarding payment of bills
- D. Payroll/Benefits Coordinator
- E. Finance and Operations Assistants 1 & 2
- F. Facilities Director

IV. Supervises the Following Staff

None

V. Required Knowledge, Skills and Personal Qualifications

- A. Accounting skills necessary to compile reports on all funds
- B. Computer skills including Microsoft Word and Excel
- C. Database experience
- D. Organizational skills

VI. Preferred Experience

- A. Three years bookkeeping or accounts payable experience
- B. Experience with Microsoft Office Professional software

VII. Educational Background

Bachelor of Art/Science in Business majoring in accounting

VIII. Working Conditions/Environment

- A. Busy office with varied jobs
- B. No windows
- C. Significant amount of computer work

Biography

Colin Coronado

Colin Coronado has accepted the Admissions Recruiter position beginning June 13, 2022. Colin earned a Bachelor of Science degree in Communications with an emphasis in Human Communication and a minor in Economics from PSU. Most recently, Colin worked in the retail/customer service industry for several years.

POSITION DESCRIPTION

ADMISSIONS RECRUITER

Reports to: Director of Admissions
Organizational Unit: Professional Staff
Pay Rate Range: Specialist, Non exempt, full time
Revision Date: April 2022

I. Basic Purpose of Position

The primary responsibility of the Admissions Recruiter is to serve as a recruiter of new students. Other duties include assisting with campus visits and college events, providing academic advising and enrollment to students, and helping the Student Affairs Department in any prospective student recruitment and retention efforts.

II. Essential Job Functions

- A. Ability to visit assigned high schools to develop and cultivate positive relationships with area high school administrators, especially counselors, and prospective students
- B. Ability to assist with student campus visits
- C. Ability to assist with the Student Ambassador Program at LCC
- D. Ability to assist in the planning and coordination of Cardinal Enrollment Days, Senior Day, 8th Grade Days, and other college events.
- E. Ability to assist in the successful completion of financial aid applications for students
- F. Ability to attend college fairs and evening events pertaining to student recruitment
- G. Ability to assist with correspondence going to high school counselors, faculty, students, and parents throughout the year to keep all parties abreast of upcoming recruitment/enrollment events and dates
- H. Ability to follow up on leads, contact cards, and applications from prospective students by telephone, e-mail and letter
- I. Ability to advise/enroll students
- J. Ability to assist with daily procedure, which is the Admissions Department communication funnel
- K. Ability to monitor website widget live chat
- L. Ability to use Avachato texting application to communicate with prospective students and advisees
- M. Ability to recruit at area high school extracurricular activities
- N. Ability to recruit at Southeast Kansas community events
- O. Ability to serve as a member of Student Affairs staff and other college committees
- P. Ability to be FERPA trained
- Q. Ability to follow all LCC policy and procedures
- R. Ability to complete other tasks as assigned as it relates to Student Affairs
- S. Ability to maintain regular and timely attendance

III. Consulting Tasks

- A. Financial Aid personnel

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- B. Program Directors
- C. Concurrent/Dual Credit Coordinator
- D. CTE Recruiter/Advisor
- E. Area high school personnel, students, and parents
- F. Other College/University professionals with similar responsibilities

IV. Supervises the Following Staff

Student Ambassadors

IV. Required Knowledge, Skills and Personal Qualifications:

- A. Excellent verbal and written communication skills
- B. Excellent human relations and organizational skills
- C. Knowledge of computer software programs
- D. Ability to cultivate positive professional relationships with prospective students and parents
- E. Self-starter who is able to work efficiently and productively with minimal supervision
- F. Fast learner, able to adapt easily to new situations and tasks
- G. Possess motivational and leadership skills

VI. Preferred Experience

One or more years' experience in Student Affairs, especially in Admissions or Financial Aid

VII. Educational Background

Bachelor's Degree required

VIII. Working Conditions/Environment

- A. Busy office conditions at times with evening and occasional weekend hours required
- B. No windows
- C. Travel required, especially from September through April, as well as other times as career fairs, college planning conferences, and high school visits are needed.

SUBJECT

Faculty Contract Approval

REASON FOR CONSIDERATION BY THE BOARD

Kansas Statutes require the Board of Trustees's approval of selected employment contracts.

BACKGROUND

Carly Beachner has accepted the Full-Time Clinical Nursing Instructor position.

PRESIDENT'S RECOMMENDATION

The Board of Trustees approve a faculty contract for Carly Beachner, Full-Time Nursing Instructor, beginning August 15, 2022, Qualified Vocational Column, step 5, at a salary of \$41,800.

Biography

Carly Beachner

Carly Beachner has accepted the Nurse Educator position beginning August 15, 2022. Ms. Beachner is an LCC graduate with an Associate of Applied Science in Nursing. She also holds a Bachelor of Science in Nursing from Southwestern College in Winfield and she will complete her Masters of Science in Nursing, with an emphasis in Education, from PSU this coming fall.

Carly has worked at Labette Health for the past several years.

POSITION DESCRIPTION

INSTRUCTOR (FULL-TIME)

Reports to: Dean of Instruction/Program Director

Organizational Unit: Faculty – Exempt

Salary Range: Per Master Agreement

Revision Date: September 2019

See also addendum - Program/Department specific

I. Basic Purpose of Position

Instructors' responsibilities encompass all courses assigned, committees assigned, or other activities required or agreed upon between faculty members and administration as specified in the LCC Master Agreement and LCC Policy/Procedures Manual. Instructors must demonstrate computer literacy in appropriate computer software and be able to demonstrate fluency in written and oral communications.

II. Essential Job Functions

- A. Ability to demonstrate knowledge of and commitment to effective teaching strategies, including active learning and methods to enhance student success at community colleges
- B. Ability to conduct all class sessions in a professional manner and exhibit good judgment and professional behavior
- C. Ability to develop and carry out testing/assessment plans in all courses taught that meet the criteria set forth by the Curriculum and Instruction Committee and the Outcomes Assessment Committee
- D. Ability to be available to advise students according to College policy
- E. Ability to maintain accurate records and reports and submit them in a timely manner to the appropriate person
- F. Ability to provide students with opportunities for community service, service-learning activities, community projects, and volunteerism as appropriate
- G. Ability to promote the general welfare of students and the college
- H. Ability to follow the master course syllabus and coordinate course outlines and book selections in accordance with established deadlines when adjunct faculty members teach different sections of the same course
- I. Ability to develop new courses as required by the administration
- J. Ability to develop and provide online instruction in discipline areas as needed
- K. Ability to take the LCC Online Teaching course during the first year of teaching if appropriate
- L. Ability to maintain a professional attitude and conduct toward teaching and professional relationships
- M. Ability to actively support the philosophy of shared governance
- N. Ability to provide ongoing communication and professional development opportunities to adjunct and concurrent faculty (particularly at in-service breakout sessions) in such areas as pedagogy, instructional design, course management, instructional delivery, skill improvement, curricular reform initiatives and assessment strategies
- O. Ability to provide concurrent instructors with necessary materials to assess their students according to the Kansas Board of Regents (KBOR) Concurrent Enrollment Partnership (CEP) agreement using the same grading standards, same scoring rubrics and methods (i.e. papers, portfolios,

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quizzes, labs) and same final exam as a representative on-campus exam, to ensure all students are held to the same standards of achievement.

- P. Ability to provide necessary support for and student referrals to educational support programs and functions
- Q. Ability to maintain and update the technical competencies necessary to perform the job function
- R. Ability to communicate effectively with students of diverse ethnic, socioeconomic, and cultural backgrounds, including students with disabilities
- S. Ability to actively participate in College Standing Committees and Program Review Committees
- T. Ability to promote the College as a responsive community asset through personal representation
- U. Ability to work cooperatively with students, peers, colleagues and administrators
- V. Ability to perform other duties as may be assigned by the appropriate Director, Dean of Instruction, or Vice President of Academic Affairs
- W. Ability to follow all LCC policies/procedures and state and federal laws
- X. Ability to perform additional items per addendum if applicable

III. Consulting Tasks

- A. Ability to consult with other departmental faculty to revise curriculum and address student and departmental issues.
- B. Ability to consult with College committees and faculty to ensure students' needs are met, to gain understanding of College operations and issues outside the department, and to help formulate educational policies.

IV. Supervises the Following Staff

None

V. Required Knowledge, Skills and Personal Qualifications

- A. Ability to effectively work with other faculty, administrators, students, and other College staff
- B. Ability to set priorities and use appropriate interpersonal skills
- C. Ability to demonstrate knowledge of and commitment to community college philosophy and the College's Strategic Plan
- D. Ability to demonstrate knowledge of commonly used instructional software and education media
- E. Ability to demonstrate understanding of student learning and curriculum development
- F. Ability to demonstrate excellent verbal and written communication skills
- G. Ability to perform job responsibilities and complete work in a timely manner

VI. Preferred Experience

At least three years recent teaching or professional experience in the areas to be taught.

VII. Educational Background

- A. Faculty teaching general education (transfer) courses are required to have the following qualifications:
 - Master's degree or higher in the teaching discipline or subfield taught.
 - Master's degree or higher in a discipline or subfield other than that taught with a minimum of 18 graduate credit hours in the discipline taught.

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- B. Faculty teaching in programs that are accredited or approved by outside agencies shall have teaching credentials that meet the standards specified by that agency.
- C. Faculty teaching Career and Technical (CTE) courses are required to have the following qualifications:
 - Bachelor's degree and/or valid/current industry-recognized credentials and a minimum of 4,000 hours of work experience in the specific technical field taught.
- D. Faculty teaching non-transfer courses, developmental or college preparation courses, College Success Skills courses, continuing education workshops, personal enrichment courses, and workforce education courses must have an appropriate degree and/or credentials, special training, experience, creative production, or other accomplishments or distinctions appropriated to the discipline as determined by the Vice President of Academic Affairs.
- E. Other factors, including but not limited to equivalent experience, may be considered in determining whether a faculty member is qualified as determined by the Vice president of Academic Affairs.
- F. Any exceptions due to special circumstances must be approved by the Vice President of Academic Affairs.

VIII. Working Conditions/Environment

- A. Working environment: usual classroom environments
- B. Ability to travel to off-campus instructional sites
- C. Ability to be on time and interact with students on a regular basis
- D. Ability to utilize a variety of instructional techniques in a classroom environment
- E. Ability to teach evening courses

POSITION DESCRIPTION**INSTRUCTOR (FULL-TIME) CLINICAL NURSING ADDENDUM**

Reports to: Dean of Instruction/Director
Organizational Unit: Faculty - Exempt
Salary Range: Per Master Agreement
Revision Date: January 2017

I. Basic Purpose of Position

Nursing instructors provide classroom instruction and clinical education in one or more areas of nursing practice; counsel and advise nursing students on class scheduling and academic problems; participate in curriculum revision; and assist in program assessment.

II. Essential Job Functions

- A. Ability to teach assigned nursing courses in accordance with the description published in the catalog, the schedule of classes, and the course syllabus
- B. Ability to maintain current knowledge of nursing practice in the specialties to be taught
- C. Ability to plan, coordinates and conduct classroom, clinical and laboratory experiences that are appropriate to didactic and clinical requirements of the course based upon accepted principles of adult learning
- D. Ability to maintain and update knowledge of current clinical policies and procedures and interprets them for students
- E. Ability to maintain cooperative, professional relationships with clinical agencies and nurse managers to promote continuation of partnerships with clinical sites and selection of appropriate student learning experiences
- F. Ability to work collaboratively with adjunct clinical instructors in development of clinical calendars, supervision of students, and completion of clinical evaluations
- G. Ability to provide clinical sites with a listing of clinical objectives and schedules
- H. Ability to conduct pre-and post-conferences to prepare, guide, and support students as they complete clinical assignments
- I. Ability to counsel students concerning academic problems and reports any issues that need special consideration to the Director of Nursing
- J. Ability to assist the Director of Nursing in gathering data for state and national reports, etc. by providing grade and other required information in a timely and accurate manner
- K. Ability to participate in nursing curriculum revision and ongoing program assessment as prescribed by accreditation criteria

III. Consulting Tasks

Consults with other full time and adjunct nurse faculty members to revise curriculum and address student and departmental issues

IV. Required Knowledge, Skills and Personal Qualifications

- A. Maintenance of licensure as an RN in Kansas and any other state(s) in which instruction will occur
- B. Ability to effectively work with nursing faculty, clinical site staff, students and other college staff
- C. Current knowledge of one or more nursing specialties

EXHIBIT 9

- D. Each nurse faculty member responsible for clinical instruction shall possess a graduate degree in nursing, preferably in the clinical area being taught or provide to the Kansas State Board of Nursing (KSBN) a faculty degree plan that projects a completion of a graduate degree in nursing reflecting completion of the degree within six years. (Kansas State Board of Nursing, Nurse Practice Act 60-2-103)

V. Working Conditions

- A. Working environment: usual classroom & hospital environment, standing for extended periods lifting, squatting and bending at the waist as required to effectively supervise students during clinical assignments
- B. Health hazards: exposure to contagious disease in clinical settings
- C. Maintain same physical, immunizations, CPR requirements and background check as nursing students requirements

Agenda Item #: V.D.

Date: June 7, 2022

SUBJECT

New Professional Staff Position

REASON FOR CONSIDERATION BY THE BOARD

Kansas Statutes require the Board of Trustees' approval of selected professional staff positions.

BACKGROUND

There has been an increase in enrollment, location offerings, and community collaboration projects with our welding program. Over the last few years, the welding program has extended the program's reach into Baxter Springs, Labette County, and Parsons High Schools along with the Workforce Training Center location. Each location provides quality educational learning opportunities and community support projects which have grown along with the enrollment. There is now a need for a program director to oversee the administration and strategic plans for continued growth and opportunities for the welding program.

PRESIDENT'S RECOMMENDATION

The Board of Trustees approves the new Professional Staff and authorizes the start of a search for this position.

POSITION DESCRIPTION**DIRECTOR OF WELDING PROGRAM****Reports to: Dean of Instruction****Organizational Unit: Professional Staff****Salary Range: Program & Highly Skilled Director, Exempt, Full time****Date: May 31, 2022****I. Basic Purpose of Position**

The Director of the welding program shall be responsible to the Dean of Instruction for the overall administration of the welding program. This includes: curriculum development and revision; accreditation application and maintenance of accreditation status; recruitment and selection of students, faculty, and staff; evaluation of students, faculty, and staff within the department. The director shall see that the objectives of the curriculum are met and the program is routinely evaluated for effectiveness.

II. Essential Job Functions

- A. Ability to perform primary responsibilities to include: developing and directing the welding program through accreditation/standards development with the American Welding Society (AWS) and/or National Center for Construction Education and Research (NCCER); establishing and implementing department goals; hiring and developing new faculty; establishing business and industry relationships; and performing the functions of a welding instructor
- B. Ability to administer working relations with Kansas Works and Kansas Work Ready
- C. Perform the duties and functions of an instructor up to a maximum of ten (10) credit hours in the fall semester, ten (10) credit hours in the spring semester, and five (5) credit hours in the summer semester for a maximum of 25 credit hours per college year
- D. Ability to maintain program and student records, evaluate program, faculty, staff and students and perform other duties necessary to provide for program effectiveness and to assure compliance with accrediting body to continue program accreditation/standards
- E. Ability to work cooperatively with the advisory committee and instructors to promote curriculum objectives through didactic, laboratory, and business/industry components of the program
- F. Ability to determine admissions criteria and procedures
- G. Ability to work cooperatively with community organizations when appropriate
- H. Ability to collaborate effectively with local and regional business and industry and promote the program within the region
- I. Ability to have strong communication, organization, interpersonal, problem-solving, and counseling skills
- J. Ability to have knowledge of legislative, regulatory, legal, and practice issues affecting welding education, students, and the profession
- K. Ability to develop, schedule, and supervise courses within the program
- L. Ability to develop and administer the departmental budget
- M. Ability to advise students and track their progress; administering these activities with the USD's offering the welding program

EXHIBIT 10

- N. Ability to conduct reports for the college and state (e.g. Perkins, Dual Credit Cooperative Agreements, etc.)
- O. Ability to maintain the operation integrity and readiness of equipment and lab shop facilities, including setup, routine maintenance, replacement per lifecycle, and recommendations for purchases.
- P. Ability to operate a forklift
- Q. Ability to develop strategic and technology plans
- R. Ability to support the vision and mission of the College
- S. Ability to establish a positive learning environment for students
- T. Ability to emphasize hands-on educational training
- U. Ability to adhere to all college health and safety policies, including all precautions for blood borne and other pathogens
- V. Ability to follow all LCC policy and procedure
- W. Ability to perform other duties as assigned
- X. Ability to maintain regular and timely attendance required

III. Consulting Tasks

- A. Consults with USD locations regarding matters pertaining to institutional policies, program accreditation and student supervision, scheduling, and evaluation.
- B. Consults with instructional staff on matters pertaining to course offerings, staffing, state requirements, budget, instructional matters, and resource sharing.
- C. Consults with advisory committee, USD coordinators, instructors, and others necessary to ensure effectiveness of program objectives.
- D. Consults with student services staff on matters pertaining to enrollment, financial aid, graduation, records, and student activities.
- E. Consults with institutional/administrative staff on matters pertaining to budget, articulation agreements, pathways, contracts, student accounts, KBOR/HLC program requirements and program information.
- F. Consults with instructional services staff on matters pertaining to marketing, audio-visual equipment, computer equipment, library holdings, and learning resource center assistance.
- G. Consults with accreditation entities required for the program to be accredited.

IV. Supervises the Following Staff

- A. Welding faculty members
- B. Adjunct welding faculty

V. Required Knowledge, Skills and Personal Qualifications

- A. Appropriate credential(s) specific to the concentration(s) offered
- B. Excellent people skills and ability to work effectively in a collaborative environment
- C. Good organizational skills with special attention to details
- D. Good written and oral communication skills
- E. Current knowledge and skill in the use of information and computer technology (e.g., excel, word processing, e-mail, database)
- F. Two years full-time or equivalent professional experience in welding fabrication or equivalent field

EXHIBIT 10

VI. Preferred Experience

- A. Prior teaching experience and director experience in a academic program such as welding
- B. Proficient in educational methodology, to include: curriculum development, educational psychology, test construction, and measurement and evaluation
- C. Proficiency in teaching methodology, supervision, instruction, evaluation, and guidance
- D. Administrative experience in a business setting
- E. Knowledge of educational, management, and adult learning theory and principles

VII. Educational Background

- A. The welding program director is required to have the following qualification:
 - a. Master's Degree or higher in the teaching discipline or subfield taught,
 - b. Master's Degree or higher in a discipline or subfield other than that taught with a minimum of 18 graduate credit hours in the discipline taught or
 - c. Other factors, including but not limited to related work experience, research publications, professional licensure or certifications, special training, honors or awards, documented teaching excellence may be considered in determining whether a faculty member is qualified by the Vice President of Academic Affairs.

VIII. Working Conditions/Environment

- A. Weekend and evening work may be required
- B. Travel required; mostly in Labette and Cherokee Counties. Occasional out of area travel required
- C. Potential health hazards include exposure to contagious disease including blood borne pathogens
- D. Normal office, classroom, laboratory and clinical settings environments
- E. Standing for long periods may be occasionally required
- F. While performing the duties of this job, the employee is regularly required to use hands and fingers to handle, feel, or operate objects, tools, or controls, and reach with hands and arms. The employee is frequently required to stand, talk and hear. Frequently exposed to unpleasant or hazardous working conditions such as cold, noise, fumes, etc.
- G. Welding Lab maintenance, machine noise, power tools, welding, grinding tools, are commonplace in this work environment.
- H. Frequently required to lift heavy objects.

Agenda Item #: V.E.

Date: June 7, 2022

SUBJECT

Approval of Bills

REASON FOR CONSIDERATION BY THE BOARD

Kansas statutes require the Board of Trustees' approval of all expenditures

BACKGROUND

Each month a listing of claims to be paid is presented to the Board for approval.

PRESIDENT'S RECOMMENDATION

Approval is recommended.